



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Amended Public Internship**

**POSTING #:** 17-00071

**TITLE:** Intern

**ISSUE DATE:** 2/13/2017

**TITLE CODE:**

**CLOSING DATE:** 5/5/2017

**DIVISION:** Inspector General

**LOCATION:** Ewing

**UNIT:** Office of Inspector General

**SALARY:** NON-PAID

**INTERNSHIP OPPORTUNITY**

Semester: Summer 2017

Type: Non - Credit or Co - Op

Intern Level: Undergraduate

Location: NJDOT, Main Office Building(MOB), 1035 Parkway Avenue, Ewing, NJ 08625

Suggested Work Schedule:

4 - 7 hours per day

**SUGGESTED BACKGROUND/KNOWLEDGE**

Skills in general computer usage, such as Microsoft Word and Excel are required with knowledge in the use of office equipment such as copiers and scanners are required. Strong writing and analytical skills are required. Intern must also understand the importance of operating in a professional environment that contains privileged and confidential investigative material, and must agree to maintain utmost confidentiality and discretion.

**DIVISION/UNIT/PROGRAM DESCRIPTION**

The Office of Inspector General (OIG) provides independent and objective audits, investigations and reports concerning NJDOT programs and operations. The OIG consists of the Inspector General's office, the Office of Internal Audit and the Internal Investigation Unit.

The scope of work of the OIG is:

To focus on major programs, reports, and investigations by, among other things, providing independent assessments of Department operations.

To provide the Commissioner and senior management of the Department with independent and responsive assistance relating to their oversight responsibilities.

To assist Department management by providing special investigative services as requested by the Commissioner of Transportation.

To review NJDOT Policies and Procedures to help reduce red tape.

To assist in dealing with Open Public Records Act (OPRA) issues.

To chair the Accident Review Board.

To receive written notification of alleged violations of the Conscientious Employee Protection Act (CEPA) and NJDOT Policy #204, "Conscientious Employee Protection" (July 1, 2000).

## **INTERNSHIP DESCRIPTION**

OIG is seeking a motivated insightful intern to assist in the performance of analytical functions related primarily to the Department's Records Management function. The successful candidate will report directly to the Custodian of Records (COR). Attention to detail and ability to read, digest, and understand complex written documents is required. Willingness to learn to analyze engineering documents is a plus. The Intern will learn to:

- Draft documents for review by the COR, accurately and professionally integrating edits
- Correspond and follow - up by email with professionals
- Analyze documents to determine whether any privilege applies
- Perform other writing and follow - up assignments as directed by the COR

The summer will begin with instruction and review of laws, regulations, and internal policies which govern records retention and destruction, litigation support, and the Open Public Records Act. The intern shall receive 1 - on - 1 training and assistance from the COR and the Inspector General in the application of his/her analytical skills to the work assigned. Supervisor(s) shall review and provide critique for work produced by intern.

## **LEARNING OBJECTIVES/MARKETABLE SKILLS**

The Intern will learn how sunshine laws are applied to governmental records requests within this active State Department. The Intern will attain practical mastery of records management as applied to specific document sets. The Intern will also gain experience interfacing with multiple professions and will enjoy an intensive practical writing experience. The Intern may shadow supervisor(s) during completion of daily tasks which may include conference calls, meetings, and training seminars. Intern will be invited to COR and IG public speaking events, as available.

## **TO APPLY**

Complete **Internship Application** and submit with current resume by closing date.

**Application can be found at:** <http://www.state.nj.us/transportation/about/employ/pdf/InternApplication.pdf>

**Application must indicate the posting(s) you are applying for.** If you are interested in multiple positions, submit **ONLY ONE** application and indicate the posting numbers of all the positions you are interested in on application.